

Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, February 9, 2011, at 6 P.M. at the Council Chambers
826 N. Main Street Cottonwood, Arizona

I. CALL TO ORDER

Planner Scully called the meeting to order at 6:05 p.m.

II. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chair

Greg Ruland, Vice Chair

Ryan Bigelow, Commissioner

Glenda Farley, Commissioner

Karen Leff, Commissioner

Carol Anne Warren, Commissioner

Annabel Sclipa, Commissioner

Staff Members Present:

Charlie Scully, Community Development, Long-Range Planner

Kyla Allen, Executive Assistant to the City Manager/Recorder

III. APPROVAL OF MINUTES – REGULAR MEETING OF JANUARY 12, 2011

Move to approve minutes as submitted.

Motion: Carol Anne Warren

Second: Greg Ruland

Vote: Unanimous

IV. INTRODUCTION OF MEMBERS

Planner Scully introduced Annabel Sclipa. Annabel gave a brief biography reporting she has been the owner of the Annabel's Inn Bed & Breakfast in Old Town for approximately 3 years and is a longtime advocate of historic preservation.

V. INFORMATION REPROTS AND UPDATES

No new information provided.

VI. CALL TO THE PUBLIC

No public comments.

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

a. Consideration of Cottonwood's Involvement in the Certified Local Government Program for Historic Preservation.

Planner Scully felt it was important to discuss at the inception of this commission. This is a Council Strategic Goal. There are several actions required to become a certified local government (CLG), including having a current history property inventory, documentation of regular public meetings and a historic preservation ordinance. Scully has approached CLG Official Frankeberger and he will arrange for this individual to give a presentation to the commission in the near future. The first qualification to address will be the creation of a historic preservation ordinance. The benefits for becoming a CLG are set-aside funding, additional consultation and networking capabilities. There are currently 28 certified cities and towns involved and Pima County is the first county organization working to be certified.

Chairman Elinski stated participating in the CLG gives us more credence and also makes us more eligible for State and Federal grant funding.

Planner Scully reported it is required to have the ordinance in effect before we are eligible to be a CLG. Commissioner Farley requested a working copy of an ordinance. Planner Scully clarified that there are many communities with historic preservation ordinances however, they tend to have verbiage specific to the community. For example, some historic districts are specific to the early 1900's. The City of Cottonwood has property ranging from the early 1900's through 1960 that are eligible. Therefore, criteria will vary greatly from one community to the next. Scully reported the biggest challenge will be to get the buy-in of property owners, to understand the benefits of being listed as a historic property.

Commissioner Sclipa stated it can be an incentive for people to clean up their properties.

Chairman Elinski stated this community members will have input on the ordinance as well. Scully reported this is likely to take several months. Vice Chair Ruland stated he was looking for four items from this commission with those being one) Property owners have to agree with it; 2) establish the commission to have authority role rather than just an advisor role to council; 3) Have the public address the commission before demolition is allowed and 4) Some way to allow incentives for buy-in, i.e., funds to fix a leaking room if the owner/community members desires the property to be a historic landmark.

Planner Scully reported there are a lot of details that will have to be determined. There are texts and manuals available from the Feds to assist in this process. Scully explained the applicant would apply for the CLG then it would be forwarded to the State Historic Preservation Program Office then it would be forwarded to the National Park Service who would actually issue the certificate. This could also add an additional required step for developers, etc., and it could be perceived as more “regulation”.

Chairman Elinski reported the commission was in consensus to follow through with the CLG program with the understanding that it could be a year before the ordinance is approved.

b. Discussion and Possible Action regarding creation of Strategic Plan to guide the Historic Preservation Commission in 2011.

Chairman Elinski stated he felt the list presented by Planner Scully was great and there was nothing he could think to add. Commissioner Bigelow asked if the list was realistic. Much discussion followed.

Members prioritized and established timelines for each item as follows:

1. Develop Historic Preservation Ordinance – Draft to be prepared by Planner Scully and presented to the Commission within 60 days.
2. Work to Qualify as a Certified Local Government – May 2012
3. Establish procedures and system for the inventory of historic Resources – February 2012
4. Establish policies and program guidelines for Historic Districts – March 2012
5. Promote public involvement and community outreach – May 2011
6. Promotion, education and special projects regarding historic preservation – March 2012
7. Develop program to assist with listing properties in the Nation Register of Historic Places – February 2012
8. Develop Historic Preservation Plan – Feb 2012

Members discussed the inventory process and Planner Scully related that documentation must be in a workable standard format, which may be provided by the CLG representative. Digital photos will be needed.

Commissioner Sclipa expressed concern with the remodel of the Old Town Jail explaining that any remodel may affect or damage its historic building status. She further informed members there are tourist groups that specifically travel from historic jail to historic jail. She requested the ability to view the current remodel plans and asked if the council was aware the remodel has the potential of damaging its historic value, and that this type of construction fell within the purpose of this commission.

Vice Chair Ruland stated he felt everything is contingent on the ordinance and this should be top priority. Members can do some form development to create check lists that allow a structure to be unique and what members consider to be important.

Members agreed to plan for May as Historic Preservation Month and this can be connected to the State’s Centennial celebration events. Commissioner Farley knows of 10 houses which are 100 years old which can be focused on, with the thought that after February of 2012 focus can occur on 50+ year old

houses. Commissioner Farley inquired if a demolition permit had been submitted for the Contreras house. Members established groups to attend to various duties. Commissioner Sclipa will address PR items. Commissioners Farley, Leff and Warren will work on the inventory. Planner Scully suggested getting the Civic Center on the list of Historic places. This effort can get the commissioners feet wet on the process learning to stream line abilities for other future items. The Historic Preservation Ordinance will not be needed to pursue that designation. Vice Chair Ruland stated he would provide the forms the City of Sedona currently uses for Historic Preservation processes for the commissions edification. Planner Scully reported he would provide a map to members which indicated the placement of current structures, to allow for research tracking. Documentation is crucial and is required by the SHPO and will help avoid duplication of efforts.

IX. FUTURE AGENDA ITEMS

Commissioner Bigelow asked if there would be a conflict of interest for him regarding the Civic Center as his employment at Parks and Recreation is involved with that building. Members elaborated that there is no gain financially or otherwise, therefore it would not qualify as a conflict.

Commissioner Farley asked for samples of historic preservation ordinances from other communities to give them an idea of what is out there. This need not be an item on future agendas but more of an educational avenue for commissioners.

Vice Chair Ruland suggested future agendas include items to have updates on, on a regular basis. Commissioner Sclipa suggested including the entire strategic plan list of 8 topics.

- Process getting Old Town Jail and Civic Center on Historic Registry
- Press Release Procedure Information
- Promotional Ideas
- SHPO Presentation

X. ADJOURNMENT

Chairman Elinski adjourned the meeting at 7:46 p.m.